



Maryland's Largest School District

# MONTGOMERY COUNTY PUBLIC SCHOOLS

## Prekindergarten/Head Start Student Enrollment

MONTGOMERY COUNTY PUBLIC SCHOOLS (MCPS) offers free prekindergarten and Head Start programs in schools throughout the county for income-eligible families. These programs give children the skills and knowledge they need to be ready for kindergarten.

• **Rocking Horse Road Center (Registration Site)**

4910 Macon Road  
Rockville, Maryland 20852

Monday–Friday 9:00 a.m.–4:00 p.m.

Walk-ins welcome

Appointments available if preferred

**Do you have a 4-year-old child?  
IF YES,  
then your family may qualify for  
free prekindergarten or Head Start  
programs in MCPS.**

**CALL 240-740-4530** to begin the enrollment process

Step 1	Step 2	Step 3	Step 4
<p><b>Admissions</b></p> <ul style="list-style-type: none"> <li>Find out if you meet the income guidelines</li> </ul> <p><b>Call 240-740-4530</b></p> <p>When you apply, staff will:</p> <ul style="list-style-type: none"> <li>Verify student and parent identity</li> <li>Verify county residence</li> <li>Verify family income</li> </ul>	<p><b>Physical Examination &amp; Immunization Requirements</b></p> <ul style="list-style-type: none"> <li>Receive health packet</li> <li>A physical examination by an authorized health care provider and evidence of complete primary immunizations are required for all students.</li> </ul>	<p><b>Home Visit or Teacher Meeting</b></p> <ul style="list-style-type: none"> <li>Hand in completed/signed health packet</li> <li>Teacher will provide information about class times and bus transportation.</li> </ul>	<p><b>Attend School</b></p> <ul style="list-style-type: none"> <li>Bus transportation will be provided</li> <li>Student will attend classes daily Monday through Friday.</li> </ul>

# Enrollment Information and Most Commonly Used Documents

## Age of the Student

### To be eligible for school:

- Students must turn 4 by September 1.

## Identity of Person Enrolling Student and Relationship to Student

- Identification **AND**
- Proof of relationship to student
- Other cases, work with the staff to determine appropriate form and required documentation

## Residency in Montgomery County

### Homeowner

- Provide copy of current property tax bill

### Renter

- Provide copy of current lease (if the original term of the lease is expired, a copy of lease and current utility bill)

### Shared housing

- Provide documentation from homeowner or renter and MCPS Form 335-74, *Shared Housing Disclosure*

### Homeless

- Contact MCPS Homeless Liaison 240-740-4511

## Proof of Family Income

- Family must provide proof of current income for all adults in the household

### Examples

- Birth certificate
- Passport/Visa
- Physician's certificate
- Baptismal or Church Certification
- Hospital certificate
- Parent's notarized affidavit (sworn notarized statement attesting to the accuracy of the date of birth)
- Birth registration
- Other legal or notarized identification

### Examples

#### Examples of Proof of Parent/Guardian Identity that includes a photograph:

- Driver's license
- Passport/Visa
- Motor Vehicle Administration Identification Card
- Other legal form of identification

#### Examples of Proof of parent/guardian relationship to student:

- Birth certificate of student which identifies the parents
- Court order
- Separation agreement or divorce decree
- Other legal form of identification

### Examples

- Supporting documents must be in the name of parent/guardian at address shown on MCPS Form 335-74, *Shared Housing Disclosure Form*, include the name of the sending organization, and a date within 90 days of the current date.
- An acceptable document of address should be a communication from the following types of entities:
  - Financial Institutions (i.e. banks, insurance companies, etc.)
  - Utility Company (i.e. phone, water, power, etc.)
  - Governmental (i.e. federal, state, local)
  - Medical
  - Religious
  - Nonprofit/Community Organizations

### Examples

- Last 3 pay stubs
- Current income tax form
- Employment letter
- Unemployment benefits
- Notarized letter of financial support
- Temporary Cash Assistance (TCA)